



## **ASCENDER - Position Management: Perform Historical Inquiries**



## Table of Contents

|   |   |
|---|---|
| <b>ASCENDER - Position Management: Perform Historical Inquiries .....</b> | i |
| <b>PMIS - Historical Inquiries .....</b>                                  | 1 |



# PMIS - Historical Inquiries

This guide provides users with an overview of available historical inquiries in PMIS.

The following inquiries are only available in current year Human Resources.

This guide assumes you are familiar with the basic features of the TxEIS Business system and have reviewed the [TxEIS Business Overview guide](#).

## Human Resources > Inquiry > PMIS Employee Historical Data Inquiry

The following historical inquiry is used to view historical information by employee name or employee number. The inquiry includes position data and salary information about the positions an employee has held (regular positions and supplemental positions).

| Field                       | Description   |
|-----------------------------|---|
| <b>Employee</b>             | Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click <b>Retrieve</b> . Or, click <b>Directory</b> to perform a search in the <a href="#">Employees directory</a> . |
| <b>Start at Update Date</b> | Type the beginning date for the inquiry in the MMDDYYYY format. This allows you to narrow the inquiry to specific date range.   |

Click **Retrieve**.

| Inquiry > PMIS Employee Historical Data Inquiry |      |          |                       |                  |           |           |        |            |         | SessionTimer: 59 min and 44 sec |            |
|---|------|----------|-----------------------|------------------|-----------|-----------|--------|------------|---------|---------------------------------|------------|
| Employee: 000452 : KEY, JUANITA D'ANN           |      |          | Start at Update Date: | Retrieve         |           | Print     |        |            |         |                                 |            |
| Select  | Freq | Emp. Nbr | Employee Name         | Update Date      | Begin/End | Pos. Nbr  | Billed | Pos. Typ   | Sch. YR | Description                     | Orch. Type |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-11-2015 15:59 | B         | EXTRADUTY | 00074  | Supplement | 2016    | ADDITIONAL DAYS                 | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-11-2015 15:59 | B         | EXTRADUTY | 00082  | Supplement | 2016    | CHEERLEADER SPONSOR             | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-11-2015 15:59 | B         | PTEACHER  | 01200  | Position   | 2016    | PROGRAM DIRECTOR                | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-11-2015 18:02 |           | PTEACHER  | 01200  | Position   | 2016    | PROGRAM DIRECTOR                | MNT        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-11-2015 18:02 |           | PTEACHER  | 01200  | Position   | 2016    | PROGRAM DIRECTOR                | MNT        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-12-2015 17:56 |           | EXTRADUTY | 00074  | Supplement | 2016    | ADDITIONAL DAYS                 | MNT        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-12-2015 17:58 |           | EXTRADUTY | 00074  | Supplement | 2016    | ADDITIONAL DAYS                 | MNT        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-13-2015 17:10 |           | EXTRADUTY | 00074  | Supplement | 2016    | ADDITIONAL DAYS                 | MNT        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-13-2015 18:44 |           | PTEACHER  | 01200  | Position   | 2016    | PROGRAM DIRECTOR                | MNT        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 04-07-2016 13:48 |           | PTEACHER  | 01200  | Position   | 2016    | PROGRAM DIRECTOR                | MNT        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-11-2016 11:25 | E         | EXTRADUTY | 00074  | Supplement | 2016    | ADDITIONAL DAYS                 | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-11-2016 11:25 | E         | PTEACHER  | 01200  | Position   | 2016    | PROGRAM DIRECTOR                | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-11-2016 11:25 | B         | EXTRADUTY | 00074  | Supplement | 2017    | ADDITIONAL DAYS                 | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-11-2016 11:25 | B         | PTEACHER  | 01200  | Position   | 2017    | PROGRAM DIRECTOR                | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-11-2016 11:25 | B         | EXTRADUTY | 00074  | Supplement | 2017    | ADDITIONAL DAYS                 | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 09-01-2016 10:38 |           | EXTRADUTY | 00082  | Supplement | 2016    | CHEERLEADER SPONSOR             | MNT        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 09-27-2017 17:33 |           | PTEACHER  | 01200  | Position   | 2017    | PROGRAM DIRECTOR                | MNT        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-08-2017 14:28 | E         | EXTRADUTY | 00074  | Supplement | 2017    | ADDITIONAL DAYS                 | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-08-2017 14:28 | E         | PTEACHER  | 01200  | Position   | 2017    | PROGRAM DIRECTOR                | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-08-2017 14:28 | B         | EXTRADUTY | 00074  | Supplement | 2018    | ADDITIONAL DAYS                 | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-08-2017 14:28 | B         | PTEACHER  | 01200  | Position   | 2018    | PROGRAM DIRECTOR                | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | EXTRADUTY | 00074  | Supplement | 2018    | ADDITIONAL DAYS                 | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | PTEACHER  | 01200  | Position   | 2018    | PROGRAM DIRECTOR                | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | B         | EXTRADUTY | 00074  | Supplement | 2019    | ADDITIONAL DAYS                 | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | B         | EXTRADUTY | 00080  | Supplement | 2019    | CHEERLEADER SPONSOR             | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | B         | PTEACHER  | 01200  | Position   | 2019    | PROGRAM DIRECTOR                | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | B         | EXTRADUTY | 00074  | Supplement | 2019    | ADDITIONAL DAYS                 | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | EXTRADUTY | 00074  | Supplement | 2019    | CHEERLEADER SPONSOR             | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | PTEACHER  | 01200  | Position   | 2019    | PROGRAM DIRECTOR                | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | B         | EXTRADUTY | 00074  | Supplement | 2020    | ADDITIONAL DAYS                 | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | B         | PTEACHER  | 01200  | Position   | 2020    | CHEERLEADER SPONSOR             | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | B         | EXTRADUTY | 00080  | Supplement | 2020    | ADDITIONAL DAYS                 | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | EXTRADUTY | 00074  | Supplement | 2020    | CHEERLEADER SPONSOR             | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | PTEACHER  | 01200  | Position   | 2020    | PROGRAM DIRECTOR                | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | B         | EXTRADUTY | 00074  | Supplement | 2020    | CHEERLEADER SPONSOR             | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | EXTRADUTY | 00080  | Supplement | 2020    | ADDITIONAL DAYS                 | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | PTEACHER  | 01200  | Position   | 2020    | CHEERLEADER SPONSOR             | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | B         | EXTRADUTY | 00074  | Supplement | 2020    | ADDITIONAL DAYS                 | FCS        |
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| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | PTEACHER  | 01200  | Position   | 2020    | PROGRAM DIRECTOR                | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | B         | EXTRADUTY | 00074  | Supplement | 2020    | CHEERLEADER SPONSOR             | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | EXTRADUTY | 00080  | Supplement | 2020    | ADDITIONAL DAYS                 | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | PTEACHER  | 01200  | Position   | 2020    | CHEERLEADER SPONSOR             | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | B         | EXTRADUTY | 00074  | Supplement | 2020    | ADDITIONAL DAYS                 | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | EXTRADUTY | 00074  | Supplement | 2020    | CHEERLEADER SPONSOR             | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | PTEACHER  | 01200  | Position   | 2020    | PROGRAM DIRECTOR                | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | B         | EXTRADUTY | 00074  | Supplement | 2020    | CHEERLEADER SPONSOR             | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | EXTRADUTY | 00080  | Supplement | 2020    | ADDITIONAL DAYS                 | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | PTEACHER  | 01200  | Position   | 2020    | CHEERLEADER SPONSOR             | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | B         | EXTRADUTY | 00074  | Supplement | 2020    | ADDITIONAL DAYS                 | FCS        |
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| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | PTEACHER  | 01200  | Position   | 2020    | PROGRAM DIRECTOR                | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | B         | EXTRADUTY | 00074  | Supplement | 2020    | CHEERLEADER SPONSOR             | FCS        |
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| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | B         | EXTRADUTY | 00074  | Supplement | 2020    | ADDITIONAL DAYS                 | FCS        |
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| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | PTEACHER  | 01200  | Position   | 2020    | PROGRAM DIRECTOR                | FCS        |
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| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | EXTRADUTY | 00080  | Supplement | 2020    | ADDITIONAL DAYS                 | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | PTEACHER  | 01200  | Position   | 2020    | CHEERLEADER SPONSOR             | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | B         | EXTRADUTY | 00074  | Supplement | 2020    | ADDITIONAL DAYS                 | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | EXTRADUTY | 00074  | Supplement | 2020    | CHEERLEADER SPONSOR             | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | PTEACHER  | 01200  | Position   | 2020    | PROGRAM DIRECTOR                | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | B         | EXTRADUTY | 00074  | Supplement | 2020    | CHEERLEADER SPONSOR             | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | EXTRADUTY | 00080  | Supplement | 2020    | ADDITIONAL DAYS                 | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | PTEACHER  | 01200  | Position   | 2020    | CHEERLEADER SPONSOR             | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | B         | EXTRADUTY | 00074  | Supplement | 2020    | ADDITIONAL DAYS                 | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | EXTRADUTY | 00074  | Supplement | 2020    | CHEERLEADER SPONSOR             | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | PTEACHER  | 01200  | Position   | 2020    | PROGRAM DIRECTOR                | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | B         | EXTRADUTY | 00074  | Supplement | 2020    | CHEERLEADER SPONSOR             | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | EXTRADUTY | 00080  | Supplement | 2020    | ADDITIONAL DAYS                 | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | PTEACHER  | 01200  | Position   | 2020    | CHEERLEADER SPONSOR             | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | B         | EXTRADUTY | 00074  | Supplement | 2020    | ADDITIONAL DAYS                 | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | EXTRADUTY | 00074  | Supplement | 2020    | CHEERLEADER SPONSOR             | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | PTEACHER  | 01200  | Position   | 2020    | PROGRAM DIRECTOR                | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | B         | EXTRADUTY | 00074  | Supplement | 2020    | CHEERLEADER SPONSOR             | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | EXTRADUTY | 00080  | Supplement | 2020    | ADDITIONAL DAYS                 | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | PTEACHER  | 01200  | Position   | 2020    | CHEERLEADER SPONSOR             | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | B         | EXTRADUTY | 00074  | Supplement | 2020    | ADDITIONAL DAYS                 | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | EXTRADUTY | 00074  | Supplement | 2020    | CHEERLEADER SPONSOR             | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | E         | PTEACHER  | 01200  | Position   | 2020    | PROGRAM DIRECTOR                | FCS        |
| Q   | 6    | 000452   | KEY, JUANITA D'ANN    | 08-03-2018 09:31 | B         | EXTRADUTY | 0007   |            |         |                                 |            |

- **Employee number**
- **Name**
- **Update date** - The date and time a change was made to the position are displayed.
- **Begin/End** - Each time current year PMIS is rolled to next year PMIS, and then rolled back to current year payroll and PMIS, a snapshot of the position is saved to this inquiry. This allows the LEA to view what an employee/position looked like at the beginning of the school year and again at the end of the school year.
- **Pos Nbr** - Position Number
- **Billet** - Billet Number
- **Pos Typ** - Position Type
- **Sch YR** - The school year (fiscal year) for each transaction is displayed.
- **Description** - The billet description for the position is displayed. If the billet description is changed, the change is reflected in history.
- **Orig Type** - FCS indicates a change was made in forecast (NY PMIS). MNT indicates a change was made in current year PMIS.

Click  to display the position record, distribution, and date information for the selected row. The following three tabs are available: Position Record, Distribution, and Date.

## Position Record

Position Status

Position Number: PTEACHER Billet Number: 01200 Position Description: PROGRAM DIRECTOR Position Type: Position Update Date: 08-11-2015 18:02 Begin/End: Orig Type: MNT

Position Record Distribution Date

**Occupant**

Emp Nbr: 000452 Emp Name: JUANITA D'ANN KEY  
 Primary Job:  Pay Grade: TBA Pay Step: 03 Schedule:  
 Begin Date: 08-14-2015 End Date: 06-02-2016 Payoff Date: 07-25-2016  
 Days Off: 0.0 Nbr Days Employed: 187.0 Hrly/Dly Rate: 192.513 Salary: 36,000.00 Rem Payments: 12

**Position**

Freq: 6 - Monthly CYR School Yr: 2016  
 Job Code: 4600 - COORDINATOR 1st Pay Date Code: A17  
 Primary Campus: 101 - TEXAS ELEMENTARY SCHOOL Dept:  
 Hrs Per Day: 8.000 Pct Day Employed: 100 Pct Yr Employed: 100  
 Pay Concept: Annual Max Days: 187.0 Orig Type: Maintenance

**Distribution** (This tab displays the distribution information as it was on that date. Account codes assigned to an employee in a prior fiscal year can be viewed.)

Position Status

Position Number: PTEACHER Billet Number: 01200 Position Description: PROGRAM DIRECTOR Position Type: Position Update Date: 08-11-2015 18:02 Begin/End: Orig Type: MNT

Position Record Distribution Date

| Activity Code    | Account Code              | Grant Code | Workers' Comp         | Expense 373                         | Empl Contr                          | Percent | Amount |
|------------------|---------------------------|------------|-----------------------|-------------------------------------|-------------------------------------|---------|--------|
| 80 - Base Salary | 265-23-5119.00-101-524000 | 99         | A - PROFESSIONAL EMPL | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 100.000 | 0.00   |
|                  |                           |            |                       |                                     | Totals:                             | 100.000 | 0.00   |

## Date

Position Status X

Position Number: PTEACHER Billet Number: 01200 Position Description: PROGRAM DIRECTOR Position Type: Position Update Date: 08-11-2015 18:02 Begin/End: Orig Type: MNT

Position Record Distribution Date

**Dates**

Date Filled: 04-08-2015  
Date Authorized: 04-08-2015  
Date Entered: 04-08-2015  
Date Vacated: Vacated Reason:

Click **Print** to print the data. The report can be saved or printed in various file formats (PDF and CSV).

| PMIS Employee Historical Data Inquiry |                           |                         |                     |               |                 |             |               |                      |         |           | Page: 1 of 9 |
|---------------------------------------|---------------------------|-------------------------|---------------------|---------------|-----------------|-------------|---------------|----------------------|---------|-----------|--------------|
| Cnty Dist:                            |                           | ISD                     |                     |               |                 |             |               |                      |         |           |              |
| Freq                                  | Emp Nbr                   | Employee Name           | Update Date         | Begin/End     | Position Number | Billet      | Pos Type      | Position Description | Sch Yr  | Orig Type |              |
| 6                                     | 000012                    | ADKINS , ALEXANDER LYNN | 07-09-2015<br>14:27 | B             | COMM            | 00004       | S             | CELL PHONE           | 2016    | FCS       |              |
| <b>Occupant Data</b>                  |                           |                         |                     |               |                 |             |               |                      |         |           |              |
| Amount: 300.00                        | Rem Pymts: 12             | Extra Days: 0           |                     |               |                 |             |               |                      |         |           |              |
| <b>Position Data</b>                  |                           |                         |                     |               |                 |             |               |                      |         |           |              |
| Extra Duty                            | 27 - CELL PHONE           |                         | Type: B             |               | Primary Campus: | 101         |               | Dept:                |         |           |              |
| Max Days: 0                           | One Time Suppl: N         |                         |                     |               |                 |             |               |                      |         |           |              |
| <b>Dates Data</b>                     |                           |                         |                     |               |                 |             |               |                      |         |           |              |
| Dt Filled: 05-13-2014                 | Dt Authorized: 05-13-2014 | Dt Entered: 05-13-2014  | Dt Vacated: --      |               | Reason:         | 05          |               |                      |         |           |              |
| <b>Distribution Data</b>              |                           |                         |                     |               |                 |             |               |                      |         |           |              |
| Activity Code                         | Account Code              |                         | Grant Code          | Workers' Comp |                 | Expense 373 | Emplr Contrib | Percent              | Amount  |           |              |
| 79                                    | 199-23-6135.00-999-699000 |                         | A                   |               |                 |             | N             | N                    | 100.000 | 300.00    |              |
|                                       |                           |                         |                     |               |                 |             |               | Totals:              | 100.000 | 300.00    |              |
| 6                                     | 000012                    | ADKINS , ALEXANDER LYNN | 07-15-2016<br>12:07 | E             | COMM            | 00004       | S             | CELL PHONE           | 2016    | FCS       |              |
| <b>Occupant Data</b>                  |                           |                         |                     |               |                 |             |               |                      |         |           |              |
| Amount: 300.00                        | Rem Pymts: 12             | Extra Days: 0           |                     |               |                 |             |               |                      |         |           |              |
| <b>Position Data</b>                  |                           |                         |                     |               |                 |             |               |                      |         |           |              |
| Extra Duty                            | 27 - CELL PHONE           |                         | Type: B             |               | Primary Campus: | 101         |               | Dept:                |         |           |              |
| Max Days: 0                           | One Time Suppl: N         |                         |                     |               |                 |             |               |                      |         |           |              |
| <b>Dates Data</b>                     |                           |                         |                     |               |                 |             |               |                      |         |           |              |
| Dt Filled: 05-13-2014                 | Dt Authorized: 05-13-2014 | Dt Entered: 05-13-2014  | Dt Vacated: --      |               | Reason:         | 04          |               |                      |         |           |              |
| <b>Distribution Data</b>              |                           |                         |                     |               |                 |             |               |                      |         |           |              |
| Activity Code                         | Account Code              |                         | Grant Code          | Workers' Comp |                 | Expense 373 | Emplr Contrib | Percent              | Amount  |           |              |
| 79                                    | 199-23-6135.00-999-699000 |                         | A                   |               |                 |             | N             | N                    | 100.000 | 300.00    |              |
|                                       |                           |                         |                     |               |                 |             |               | Totals:              | 100.000 | 300.00    |              |
| 6                                     | 000012                    | ADKINS , ALEXANDER LYNN | 07-15-2016<br>12:07 | B             | COMM            | 00004       | S             | CELL PHONE           | 2017    | FCS       |              |
| <b>Occupant Data</b>                  |                           |                         |                     |               |                 |             |               |                      |         |           |              |
| Amount: 300.00                        | Rem Pymts: 12             | Extra Days: 0           |                     |               |                 |             |               |                      |         |           |              |
| <b>Position Data</b>                  |                           |                         |                     |               |                 |             |               |                      |         |           |              |
| Extra Duty                            | 27 - CELL PHONE           |                         | Type: B             |               | Primary Campus: | 101         |               | Dept:                |         |           |              |
| Max Days: 0                           | One Time Suppl: N         |                         |                     |               |                 |             |               |                      |         |           |              |
| <b>Dates Data</b>                     |                           |                         |                     |               |                 |             |               |                      |         |           |              |
| Dt Filled: 05-13-2014                 | Dt Authorized: 05-13-2014 | Dt Entered: 05-13-2014  | Dt Vacated: --      |               | Reason:         | 05          |               |                      |         |           |              |
| <b>Distribution Data</b>              |                           |                         |                     |               |                 |             |               |                      |         |           |              |
| Activity Code                         | Account Code              |                         | Grant Code          | Workers' Comp |                 | Expense 373 | Emplr Contrib | Percent              | Amount  |           |              |
| 79                                    | 199-23-6135.00-999-799000 |                         | A                   |               |                 |             | N             | N                    | 100.000 | 300.00    |              |
|                                       |                           |                         |                     |               |                 |             |               | Totals:              | 100.000 | 300.00    |              |
| 6                                     | 000012                    | ADKINS , ALEXANDER LYNN | 07-17-2017<br>11:56 | E             | COMM            | 00004       | S             | CELL PHONE           | 2017    | FCS       |              |
| <b>Occupant Data</b>                  |                           |                         |                     |               |                 |             |               |                      |         |           |              |
| Amount: 300.00                        | Rem Pymts: 12             | Extra Days: 0           |                     |               |                 |             |               |                      |         |           |              |
| <b>Position Data</b>                  |                           |                         |                     |               |                 |             |               |                      |         |           |              |
| Extra Duty                            | 27 - CELL PHONE           |                         | Type: B             |               | Primary Campus: | 101         |               | Dept:                |         |           |              |
| Max Days: 0                           | One Time Suppl: N         |                         |                     |               |                 |             |               |                      |         |           |              |

| 1  | A | B      | C                      | D             | E     | F              | G              | H   | I   | J         | K        | L         | M        | N        | O        | P      | Q         | R        | S          | T         | U         | V         | W          | X          | Y         | Z     | AA         | AB       | AC |
|----|---|--------|------------------------|---------------|-------|----------------|----------------|-----|-----|-----------|----------|-----------|----------|----------|----------|--------|-----------|----------|------------|-----------|-----------|-----------|------------|------------|-----------|-------|------------|----------|----|
| 2  |   |        |                        |               |       |                |                |     |     |           |          |           |          |          |          |        |           |          |            |           |           |           |            |            |           |       |            |          |    |
| 3  | 6 | 000012 | ADKINS , /07-09-2011 B | COMM          | 00004 | S              | CELL PHOT 2016 | FCS | N   | Orig Type | Prim Job | Pay Grade | Pay Step | Schedule | Begin Dt | End Dt | Payoff Dt | Days Off | Nbr Days I | Hourly/Ds | Salary    | Rem Pymt  | Job Code , | Extra Duty | Primary C | Dept  | 1st Pay Dt | Max Days |    |
| 4  | 6 | 000012 | ADKINS , /07-15-2011 E | COMM          | 00004 | S              | CELL PHOT 2016 | FCS | N   |           |          |           |          |          |          |        |           |          | 0          | 0         | 0         | 300       | 12 27 -    | CELL FB    | 101       |       | 0 N        |          |    |
| 5  | 6 | 000012 | ADKINS , /07-15-2011 B | COMM          | 00004 | S              | CELL PHOT 2017 | FCS | N   |           |          |           |          |          |          |        |           |          | 0          | 0         | 0         | 300       | 12 27 -    | CELL FB    | 101       |       | 0 N        |          |    |
| 6  | 6 | 000012 | ADKINS , /07-17-2011 E | COMM          | 00004 | S              | CELL PHOT 2018 | FCS | N   |           |          |           |          |          |          |        |           |          | 0          | 0         | 0         | 300       | 12 27 -    | CELL FB    | 101       |       | 0 N        |          |    |
| 7  | 6 | 000012 | ADKINS , /07-17-2011 B | COMM          | 00004 | S              | CELL PHOT 2018 | FCS | N   |           |          |           |          |          |          |        |           |          | 0          | 0         | 0         | 300       | 12 27 -    | CELL FB    | 101       |       | 0 N        |          |    |
| 8  | 6 | 000012 | ADKINS , /07-17-2011 E | COMM          | 00004 | S              | CELL PHOT 2019 | FCS | N   |           |          |           |          |          |          |        |           |          | 0          | 0         | 0         | 300       | 12 27 -    | CELL FB    | 101       |       | 0 N        |          |    |
| 9  | 6 | 000012 | ADKINS , /07-17-2011 E | COMM          | 00004 | S              | CELL PHOT 2019 | FCS | N   |           |          |           |          |          |          |        |           |          | 0          | 0         | 0         | 300       | 12 27 -    | CELL FB    | 101       |       | 0 N        |          |    |
| 10 | 6 | 000012 | ADKINS , /07-17-2011 E | COMM          | 00004 | S              | CELL PHOT 2020 | FCS | N   |           |          |           |          |          |          |        |           |          | 0          | 0         | 0         | 300       | 12 27 -    | CELL FB    | 101       |       | 0 N        |          |    |
| 11 | 6 | 000012 | ADKINS , /07-10-2021 E | COMM          | 00004 | S              | CELL PHOT 2020 | FCS | N   |           |          |           |          |          |          |        |           |          | 0          | 0         | 0         | 300       | 12 27 -    | CELL FB    | 101       |       | 0 N        |          |    |
| 12 | 6 | 000012 | ADKINS , /07-10-2021 B | COMM          | 00004 | S              | CELL PHOT 2021 | FCS | N   |           |          |           |          |          |          |        |           |          | 0          | 0         | 0         | 300       | 12 27 -    | CELL FB    | 101       |       | 0 N        |          |    |
| 13 | 6 | 000012 | ADKINS , /07-15-2021 E | COMM          | 00004 | S              | CELL PHOT 2021 | FCS | N   |           |          |           |          |          |          |        |           |          | 0          | 0         | 0         | 300       | 12 27 -    | CELL FB    | 101       |       | 0 N        |          |    |
| 14 | 6 | 000012 | ADKINS , /07-15-2021 B | COMM          | 00004 | S              | CELL PHOT 2022 | FCS | N   |           |          |           |          |          |          |        |           |          | 0          | 0         | 0         | 300       | 12 27 -    | CELL FB    | 101       |       | 0 N        |          |    |
| 15 | 6 | 000012 | ADKINS , /07-15-2021 E | COMM          | 00004 | S              | CELL PHOT 2022 | FCS | N   |           |          |           |          |          |          |        |           |          | 0          | 0         | 0         | 300       | 12 27 -    | CELL FB    | 101       |       | 0 N        |          |    |
| 16 | 6 | 000012 | ADKINS , /07-15-2021 B | COMM          | 00004 | S              | CELL PHOT 2022 | FCS | N   |           |          |           |          |          |          |        |           |          | 0          | 0         | 0         | 300       | 12 27 -    | CELL FB    | 101       |       | 0 N        |          |    |
| 17 | 6 | 000012 | ADKINS , /05-27-2021   | PCAMPUS 00300 | P     | PRINCIPAL 2014 | MNT            | Y   | AP3 |           |          |           |          |          |          |        |           |          | 0          | 0         | 315.1     | 67,747.00 | 12 1300 -  | PRII       | 101       | JEP   | 215 N      |          |    |
| 18 | 6 | 000012 | ADKINS , /07-09-2021 E | PCAMPUS 00300 | P     | PRINCIPAL 2015 | FCS            | Y   | AP3 |           |          |           |          |          |          |        |           |          | 0          | 0         | 315.1     | 67,747.00 | 12 1300 -  | PRII       | 101       | JEP   | 215 N      |          |    |
| 19 | 6 | 000012 | ADKINS , /07-09-2021 B | PCAMPUS 00300 | P     | PRINCIPAL 2016 | FCS            | Y   | AP3 |           |          |           |          |          |          |        |           |          | 215        | 332.69    | 71,528.00 | 12 1300 - | PRII       | 101        | JEP       | 215 N |            |          |    |
| 20 | 6 | 000012 | ADKINS , /08-09-2021 E | PCAMPUS 00300 | P     | PRINCIPAL 2016 | MNT            | Y   | AP3 |           |          |           |          |          |          |        |           |          | 215        | 332.69    | 71,528.00 | 12 1300 - | PRII       | 101        | JEP       | 215 N |            |          |    |
| 21 | 6 | 000012 | ADKINS , /07-15-2021 E | PCAMPUS 00300 | P     | PRINCIPAL 2016 | FCS            | Y   | AP3 |           |          |           |          |          |          |        |           |          | 215        | 332.69    | 71,528.00 | 12 1300 - | PRII       | 101        | JEP       | 215 N |            |          |    |
| 22 | 6 | 000012 | ADKINS , /07-15-2021 B | PCAMPUS 00300 | P     | PRINCIPAL 2017 | FCS            | Y   | AP3 |           |          |           |          |          |          |        |           |          | 215        | 338.243   | 72,937.00 | 12 1300 - | PRII       | 101        | JEP       | 215 N |            |          |    |
| 23 | 6 | 000012 | ADKINS , /07-17-2021 E | PCAMPUS 00300 | P     | PRINCIPAL 2017 | FCS            | Y   | AP3 |           |          |           |          |          |          |        |           |          | 215        | 339.243   | 72,937.00 | 12 1300 - | PRII       | 101        | JEP       | 215 N |            |          |    |
| 24 | 6 | 000012 | ADKINS , /07-17-2021 B | PCAMPUS 00300 | P     | PRINCIPAL 2018 | FCS            | Y   | AP3 |           |          |           |          |          |          |        |           |          | 215        | 346.024   | 74,396.00 | 12 1300 - | PRII       | 101        | JEP       | 215 N |            |          |    |
| 25 | 6 | 000012 | ADKINS , /07-17-2021 E | PCAMPUS 00300 | P     | PRINCIPAL 2018 | FCS            | Y   | AP3 |           |          |           |          |          |          |        |           |          | 215        | 346.024   | 74,396.00 | 12 1300 - | PRII       | 101        | JEP       | 215 N |            |          |    |
| 26 | 6 | 000012 | ADKINS , /07-17-2021 B | PCAMPUS 00300 | P     | PRINCIPAL 2019 | FCS            | Y   | AP3 |           |          |           |          |          |          |        |           |          | 215        | 352.561   | 75,805.00 | 12 1300 - | PRII       | 101        | JEP       | 215 N |            |          |    |
| 27 | 6 | 000012 | ADKINS , /07-17-2021 E | PCAMPUS 00300 | P     | PRINCIPAL 2019 | FCS            | Y   | AP3 |           |          |           |          |          |          |        |           |          | 215        | 352.561   | 75,805.00 | 12 1300 - | PRII       | 101        | JEP       | 215 N |            |          |    |
| 28 | 6 | 000012 | ADKINS , /07-17-2021 B | PCAMPUS 00300 | P     | PRINCIPAL 2020 | FCS            | Y   | AP3 |           |          |           |          |          |          |        |           |          | 215        | 378.737   | 81,428.00 | 12 1300 - | PRII       | 101        | JEP       | 215 N |            |          |    |
| 29 | 6 | 000012 | ADKINS , /07-10-2021 E | PCAMPUS 00300 | P     | PRINCIPAL 2020 | FCS            | Y   | AP3 |           |          |           |          |          |          |        |           |          | 215        | 378.737   | 81,428.00 | 12 1300 - | PRII       | 101        | JEP       | 215 N |            |          |    |
| 30 | 6 | 000012 | ADKINS , /07-10-2021 B | PCAMPUS 00300 | P     | PRINCIPAL 2021 | FCS            | Y   | AP3 |           |          |           |          |          |          |        |           |          | 215        | 388.085   | 83,438.00 | 12 1300 - | PRII       | 101        | JEP       | 215 N |            |          |    |
| 31 | 6 | 000012 | ADKINS , /07-15-2021 E | PCAMPUS 00300 | P     | PRINCIPAL 2021 | FCS            | Y   | AP3 |           |          |           |          |          |          |        |           |          | 215        | 388.085   | 83,438.00 | 12 1300 - | PRII       | 101        | JEP       | 215 N |            |          |    |
| 32 | 6 | 000012 | ADKINS , /07-15-2021 B | PCAMPUS 00300 | P     | PRINCIPAL 2022 | FCS            | Y   | AP3 |           |          |           |          |          |          |        |           |          | 215        | 394.971   | 84,919.00 | 12 1300 - | PRII       | 101        | JEP       | 215 N |            |          |    |
| 33 | 6 | 000012 | ADKINS , /07-15-2021 E | PCAMPUS 00300 | P     | PRINCIPAL 2022 | FCS            | Y   | AP3 |           |          |           |          |          |          |        |           |          | 215        | 394.971   | 84,919.00 | 12 1300 - | PRII       | 101        | JEP       | 215 N |            |          |    |
| 34 | 6 | 000012 | ADKINS , /07-15-2021 B | PCAMPUS 00300 | P     | PRINCIPAL 2022 | FCS            | Y   | AP3 |           |          |           |          |          |          |        |           |          | 215        | 398.52    | 85,681.80 | 12 1300 - | PRII       | 101        | JEP       | 215 N |            |          |    |
| 35 |   |        |                        |               |       |                |                |     |     |           |          |           |          |          |          |        |           |          |            |           |           |           |            |            |           |       |            |          |    |
| 36 |   |        |                        |               |       |                |                |     |     |           |          |           |          |          |          |        |           |          |            |           |           |           |            |            |           |       |            |          |    |
| 37 |   |        |                        |               |       |                |                |     |     |           |          |           |          |          |          |        |           |          |            |           |           |           |            |            |           |       |            |          |    |
| 38 |   |        |                        |               |       |                |                |     |     |           |          |           |          |          |          |        |           |          |            |           |           |           |            |            |           |       |            |          |    |

Human Resources > Maintenance > PMIS Position History OR Human Resources > Maintenance > PMIS Supplement History

This page is used to view historical position changes. Since each change made to a position management record creates a new historical record, many records may exist for an employee. Each change in position (CIP), position maintenance, and forecast moves are displayed on this page. This information is helpful if CIP calculation results are not as expected. You can review all position history or specific billet history.

This data serves as a historical record and should not be modified.

| Maintenance > PMIS Position History |      |             |                       |                       |              |                |           |       |            |                        | SessionTimer: 54 min and 44 sec |            |  |      |          |  |  |       |  |  |  |
|-------------------------------------|------|-------------|-----------------------|-----------------------|--------------|----------------|-----------|-------|------------|------------------------|---------------------------------|------------|--|------|----------|--|--|-------|--|--|--|
| Position Number:                    |      | P101TEACHER | Position Description: |                       | SPED         | Billet Number: |           | 00075 | Orig Type: |                        |                                 | Begin/End: |  | Freq | Emp Nbr: |  |  | Name: |  |  |  |
| History                             |      |             |                       |                       |              |                |           |       |            |                        |                                 |            |  |      |          |  |  |       |  |  |  |
| Delete                              | Edit | Billet      | Sch YR                | Update Date           | Description  | Orig Type      | Begin/End | Freq  | Emp Nbr    | Name                   |                                 |            |  |      |          |  |  |       |  |  |  |
|                                     |      |             |                       |                       |              |                |           |       |            |                        |                                 |            |  |      |          |  |  |       |  |  |  |
|                                     |      |             | 00075                 | 2014-12-10-2013 19:37 | KINDERGARTEN | MNT            |           | 6     | 000105     | GERA F BRUNER          |                                 |            |  |      |          |  |  |       |  |  |  |
|                                     |      |             | 00075                 | 2014-01-29-2014 16:17 | KINDERGARTEN | MNT            |           | 6     | 000105     | GERA F BRUNER          |                                 |            |  |      |          |  |  |       |  |  |  |
|                                     |      |             | 00075                 | 2014-01-29-2014 20:06 | KINDERGARTEN | MNT            |           | 6     | 000105     | GERA F BRUNER          |                                 |            |  |      |          |  |  |       |  |  |  |
|                                     |      |             | 00075                 | 2014-01-29-2014 20:06 | KINDERGARTEN | MNT            |           | 6     | 000105     | GERA F BRUNER          |                                 |            |  |      |          |  |  |       |  |  |  |
|                                     |      |             | 00075                 | 2014-05-13-2014 08:23 | KINDERGARTEN | MNT            |           | 6     | 000105     | GERA F BRUNER          |                                 |            |  |      |          |  |  |       |  |  |  |
|                                     |      |             | 00075                 | 2015-05-13-2014 11:34 | KINDERGARTEN | MNT            |           | 6     | 000105     | GERA F BRUNER          |                                 |            |  |      |          |  |  |       |  |  |  |
|                                     |      |             | 00075                 | 2015-05-13-2014 17:22 | KINDERGARTEN | MNT            |           | 6     | 000105     | GERA F BRUNER          |                                 |            |  |      |          |  |  |       |  |  |  |
|                                     |      |             | 00075                 | 2015-05-13-2014 17:26 | KINDERGARTEN | MNT            |           | 6     | 000105     | GERA F BRUNER          |                                 |            |  |      |          |  |  |       |  |  |  |
|                                     |      |             | 00075                 | 2015-05-13-2014 19:29 | KINDERGARTEN | MNT            |           | 6     | 000105     | GERA F BRUNER          |                                 |            |  |      |          |  |  |       |  |  |  |
|                                     |      |             | 00075                 | 2014-05-27-2014 14:35 | KINDERGARTEN | MNT            |           | 6     | 000105     | GERA F BRUNER          |                                 |            |  |      |          |  |  |       |  |  |  |
|                                     |      |             | 00075                 | 2015-09-04-2015 09:33 | KINDERGARTEN | FCS            | E         | 6     | 000105     | GERA F BRUNER          |                                 |            |  |      |          |  |  |       |  |  |  |
|                                     |      |             | 00075                 | 2016-09-04-2015 09:33 | KINDERGARTEN | FCS            | B         | 6     | 000419     | MELISSA OWENS DUNN     |                                 |            |  |      |          |  |  |       |  |  |  |
|                                     |      |             | 00075                 | 2016-09-01-2016 08:10 | KINDERGARTEN | FCS            | E         | 6     | 000419     | MELISSA OWENS DUNN     |                                 |            |  |      |          |  |  |       |  |  |  |
|                                     |      |             | 00075                 | 2017-09-01-2016 08:10 | KINDERGARTEN | FCS            | B         | 6     | 000419     | MELISSA OWENS DUNN</td |                                 |            |  |      |          |  |  |       |  |  |  |

| Field                       | Description   |
|-----------------------------|---|
| <b>Position Number</b>      | <p>Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled.</p> <p>If the position number is not known, click . The Positions pop-up window opens with a list of all positions.</p> <p>To search for specific positions, type data in one or more of the search fields. Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click <b>Cancel</b>.</p>  |
| <b>Position Description</b> | <p>Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list.</p> <p>If the position description is not known, click . The Positions pop-up window opens with a list of all positions.</p> <p>To search for specific positions, type data in one or more of the search fields. Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click <b>Cancel</b>.</p> <p>The position <b>Description</b> field in the top grid is only enabled for editing if the <b>Allow CYR Position Description Changes (Admin only)</b> field is selected on the District Administration &gt; Options &gt; PMIS District Options page.</p> |

Click **Retrieve**. The associated billet information is displayed.

|                      |  |
|----------------------|--|
| <b>Billet Number</b> | Type the billet number used to identify the various positions within the position number. The field can be a maximum of five digits. Leading zeros are not required. |
|----------------------|--|

This screen will display all employees that have held this position. Clicking the spyglass will reflect details of the position at the date and time displayed under 'Update Date'. Changes to the billet description will be reflected on this screen. Begin/End - Each time current year PMIS is rolled to next year PMIS, and then rolled back to current year payroll and PMIS a snapshot of the position is saved to this inquiry. This allows the district to view what an employee/position looked like at the beginning of the school year and again at the end of the school year. Three tabs are available with information.

Position Record

**Edit Position**

Position Number: P101TEACHER Billet Number: 00075 Position Description: KINDERGARTEN Position Type: Position Update Date: 09-04-2015 09:33 Begin/End: B Orig Type: FCS

Position Record Distribution Date

**Occupant**

Emp Nbr: 000419 Emp Name: MELISSA OWENS DUNN  
 Primary Job:  Pay Grade: TBA Pay Step: 11 Schedule:   
 Begin Date: 08-14-2015 End Date: 06-02-2016 Payoff Date: 08-25-2016  
 Days Off: 0.0 Hrly/Dly Rate: 228.075 Salary: 42,650.00 Rem. Payments: 12

**Position**

Freq: 6 - Monthly CYR School Yr: 2016  
 Job Code: 1000 - TEACHER 1st Pay Date Code: S10 Category:   
 Primary Campus: 101 - TEXAS ELEMENTARY SCHOOL Dept:   
 Hrs Per Day: 0.000 Pct Day Employed: 100 Pct Yr Employed: 100  
 Pay Concept: Annual Max Days: 187.0 Orig Type: Move Forecast to CYR Begin/End: Begin

### Distribution Tab:

**Edit Position**

Position Number: P101TEACHER Billet Number: 00075 Position Description: KINDERGARTEN Position Type: Position Update Date: 09-04-2015 09:33 Begin/End: B Orig Type: FCS

Position Record Distribution Date

| Activity Code    | Account Code              | Grant Code | Workers' Comp         | Expense 373                         | Empl Contr                          | Percent | Amount           |
|------------------|---------------------------|------------|-----------------------|-------------------------------------|-------------------------------------|---------|------------------|
| 80 - Base Salary | 199-11-6119.00-101-611000 |            | A - PROFESSIONAL EMPL | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 100.00  | 42650.0          |
| Totals:          |                           |            |                       |                                     |                                     |         | 100.00 42,650.00 |

### Date

**Edit Position**

Position Number: P101TEACHER Billet Number: 00075 Position Description: KINDERGARTEN Position Type: Position Update Date: 09-04-2015 09:33 Begin/End: B Orig Type: FCS

Position Record Distribution Date

**Dates**

Date Filed: 12-10-2013  
 Date Authorized: 12-10-2013  
 Date Entered: 12-10-2013  
 Date Vacated:  Vacated Reason:

'Add Position' implies that changes can be made, however, this feature does not work. Since it is a historical file, maintenance really should not be done.

There is not a print option on this screen.